



APPLICATION FOR A TEACHER'S COLLECTION

Foothills Branch Library:
 19055 N. 57th Ave.
 Glendale, AZ 85308
 623-930-3837
 Fax: 623-930-3855

Main Library
 5959 W. Brown
 Glendale, AZ 85302
 623-930-3537
 Fax: 623-842-4209

Velma Teague Branch
 7010 N. 58th Ave.
 Glendale, AZ 85301
 623-930-3437
 Fax: 623-937-8798

DEFINITION: A teacher's collection is a selection of books loaned to teachers for one month to supplement other library materials and resources.

POLICY: Teachers at any school located within Glendale city limits or teachers who are Glendale residents may apply for a collection by completing this application. Teachers who purchase a non-resident card are also eligible.

BOOK SELECTION: Books may be selected by Youth Department staff. Selection will be influenced by library holdings and library patron needs – OR – Teachers may select their own books; check with Youth Staff for further details.

LOAN RESTRICTIONS: Teachers will be limited to one collection of up to 35 books per month, with no renewals. Teacher collections cannot include DVD's, but may include videos so long as the video is used as part of instruction. For more information about using videos in the classroom, please visit <http://www.masters.edu/DeptPageNew.asp?PageID=1759>

CHECK OUT PROCEDURE: Collections are checked out by Youth Department staff and must be returned to the library where they were checked out. Collections are available for pick up in the Youth Services Department at the library where they were requested.

TEACHER'S RESPONSIBILITY: Requests for collections must be made at least one week in advance of pick-up. The teacher should call the library one week before the due date if he/she wants another collection when the previous one is returned. Teachers are responsible for prompt return of all books borrowed. Payment is required for all lost or damaged books. Teachers are subject to all normal library overdue procedures including the use of a collection agency when appropriate.

BORROWING PRIVLEDGES: Collections may be denied to anyone abusing loan privileges as stated in this policy.

| | | | |
|-----------------|-----------|----------------|-------|
| Teacher: | | Home Address: | |
| City: | Zip Code: | E-mail: | |
| School: | | Date of Birth: | |
| School Address: | | | |
| Home Phone: | | Work Phone: | |
| Signature: | | | Date: |
| Youth Staff: | | | Date: |